

South Carolina Department of Mental Health (SCDMH)

SELECTION CRITERIA FOR THE MENTORING PROGRAM

In order to be considered for this program, the following criteria must be met:

The mentee must:

- ? Be in a Band 6 or greater position if at all possible.
- ? Be a vested state employee.
- ? Be interested in the program and have demonstrated that he/she is capable of assuming leadership responsibilities.
- ? Have good written and verbal communication skills.
- ? Have excellent interpersonal and problem solving skills.
- ? Be a team player.
- ? Be able to complete mentoring assignments in a timely manner without compromising his/her regular duties and responsibilities.

RESPONSIBILITIES OF THE MENTOR AND MENTEE

THE MENTOR MUST BE WILLING TO:

1. Serve as a role model for the mentee.
2. Ensure that the mentee be given time necessary to attend classes and complete the program
3. Work closely and collaboratively with the selected mentee.
4. Ensure that the mentee receives appropriate supervision and oversight.
5. Provide regular feedback and support on observed performance.
6. Promote activities that will enhance skill development.
7. Complete periodic evaluation of the time spent with the mentee.
8. Complete a final evaluation of the program.

THE MENTEE MUST BE WILLING TO:

1. Attend all sessions and be punctual. This is a requirement for completion of the program.
2. Participate in the classroom discussions and exercises.
3. Complete all assignments. This is a requirement for completion of the program.
4. Provide feedback to the classroom instructors and the Mentor.
5. Complete periodic evaluations of the time spent with the individual mentor.
6. Complete a final written evaluation to include both the classroom and on site portions of the curriculum.
7. Assume responsibility for his/her own professional growth and development.